



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCE MANAGEMENT SCHOOL
5500 21ST STREET, BUILDING 247, SUITE 1400
FORT BELVOIR, VIRGINIA 22060-5923

REPLY TO
ATTENTION OF

DAMO-FMS

10 July 2014

MEMORANDUM FOR All personnel Assigned/Attached to the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #11 – Academic Failure

1. Purpose: To establish policy and procedures for failure to meet academic standards on examinations in accordance with AR 350-1.
2. General: Effective immediately, Course Directors will recommend students demonstrating a lack of academic progress to an Academic Review Board (ARB). The ARB will conduct an independent assessment of the student's ability to satisfactorily complete course requirements. Academic failure is defined as a failure to attain a minimum of 70% on any examination. Diagnostic tests do not constitute an examination for the purpose of this policy.
3. Policy:
 - a. Any student who fails an examination for the first time will receive remedial training prior to retesting. All retests will be provided no later than the second duty day following a test failure in the How the Army Runs (HTAR) Course and no more than three duty days in the FA50 Course. All retests will be administered in hardcopy (paper) format.
 - b. Students shall not be tested in follow-on blocks of instruction without first achieving a passing score on the previous examination. The Deputy Commandant, however, may approve a student's written request to waiver.
 - c. If the student receives a passing grade on the retest, his score will be officially recorded as 70%. This is the maximum score that can be achieved on any retest.
 - d. Failure to pass the initial and two retests of any examination will trigger the convening of an ARB. If the ARB determines that the student should continue in the program of study, a "marginally achieved course standards" will be noted on the Academic Efficiency Report (DA Form 1059).

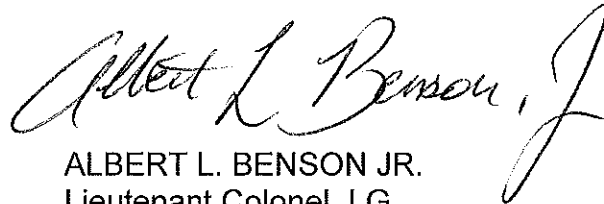
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e. Students allowed to continue in their program of study after appearing before an ARB are in a *probationary status*. Therefore, failure to pass the initial and two retests on another examination will lead to academic dismissal.

f. Students will be formally counseled whenever their academic standing falls to failing status or if they fail to comply with the Standards of Academic Integrity and Conduct.

4. This policy will be disseminated during orientation for all students attending courses which conduct record examinations.

A handwritten signature in cursive script that reads "Albert L. Benson, Jr." with a large, stylized flourish at the end.

ALBERT L. BENSON JR.
Lieutenant Colonel, LG
Deputy Commandant, AFMS